



- ☐ Send out __DHL __Hanjin __APO
☐ Pick Up _____
☐ Waiting/Urgent _____

**U.S. EMBASSY SEOUL
AMERICAN CITIZEN SERVICES**

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Mail in CHECKLIST for CONSULAR REPORT OF BIRTH ABROAD

Applicant _____ **Date:** _____

Please submit this checklist and indicate which documents you are submitting. (Be sure to sign at the bottom)

- ☐ Hospital birth certificate (original)
☐ English translation of birth certificate
- ☐ Father's proof of U.S. citizenship
☐ Mother's proof of U.S. citizenship
- ☐ Parents' marriage certificate (original)
☐ Father's proof of termination of all previous marriage(s)
☐ Mother's proof of termination of all previous marriage(s)
- ☐ CRBA application (DS-2029)
- ☐ Passport application (DS-11)
- ☐ 2 Photos of your child, 2" x 2" (5cm x 5cm) with white background, front view
- If only one parent is a U.S. citizen,
- ☐ Father | Mother's proof of 5-year U.S. physical presence at least 2 years after age 14, such as:
☐ Junior high, high school, and/or university transcripts
☐ Letter of employment from U.S. employer stating work period and location AND W-2 or tax return
☐ LES or DD-214 (for military)
☐ Old passports showing entry and exits from the U.S. AND Immigration Entry and Exit Certificate
☐ Secondary evidence such as utility bills, rental agreements or payroll slips
☐ Evidence that you were the unmarried dependent of a U.S. government employee stationed abroad

☐ Contact Info: Tel _____ Fax _____ Cell phone _____ Email _____

☐ Please sign here. _____

Office Use Only: ☐ OK to issue () Officer's initials ☐ Baby Seen by Officer () Officer's initials